

~~SECRET~~

~~CONFIDENTIAL~~

17 July 1957

MEMORANDUM FOR: Heads of Career Services
Office of the Deputy Director (Support)

SUBJECT: Reporting of Open Positions in Grades GS-12 through GS-15

REFERENCE: [REDACTED]

1. The purpose of this memorandum is to establish uniform procedures in the Office of the Deputy Director (Support) relative to reporting open positions and positions about to be vacated in the GS-12 through GS-15 grade range.

2. For purposes of definition, such positions are as follows:

a. Currently vacant positions on the headquarters [REDACTED] Table of Organization of the DD/S component concerned for which recruitment external to the DD/S Career Service concerned or promotion within that Service will be required.

b. Positions on these Tables of Organization currently incumbered, but for which recruitment external to the DD/S Career Service concerned or promotion within that Service will be necessary because of the anticipated reassignment or resignation of the incumbents.

3. In accordance with the above definition, it will not be necessary to report as open positions those positions currently vacated due to rotational career planning and which will be filled by reassignments in accordance with the career planning program of the appropriate DD/S Career Service.

4. Heads of Career Services in the DD/S will submit monthly reports of open positions as defined in paragraph 2 to the Director of Personnel. Such reports will be current as of the last working day of the month and will be forwarded not later than the fifteenth day of the succeeding month. Reports will include the following information:

- a. Position title, grade and number. If the position is presently encumbered, the name of the incumbent will be included.
- b. A statement as to any action contemplated relative to filling the position.
- c. If specific candidates are under consideration for the position, the name and present employment of each such candidate will be included.

[REDACTED]
Gordon M. Stewart
Director of Personnel

~~CONFIDENTIAL~~